

## **Telephone Requests**

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An ITE 4 telephone is the standard telephone choice for all Engineering employees. If an employee needs a speakerphone and has a business need for needing one, then an ITE 12 phone can be requested.

To request a new install, a move of a telephone or a change to the telephone service, please contact Karen Paris at x5122.

## **Cellular, Calling Card, Pager Requests**

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Employees requesting a cellular phone, calling card or pager need to obtain approval from their deputy division director via email. The employee needs to state the business need for this type of request. A project id will also need to be provided. If the deputy division director approves the request, the deputy will send an email back to the employee. The employee in turn, should forward the approval to Karen Paris who will obtain Division Director approval and then put in the request to Telephone Services.

## **ISDN, DSL and Cable High Speed-Internet Service**

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If an employee has an approved Telecommuting Agreement in place and is requesting that LBNL pay for ISDN, DSL or Cable high-speed Internet service, they need to obtain approval from their deputy division director via email. A project id will also need to be provided. If the deputy division director approves the request, the deputy will send an email back to the employee. The employee in turn, should forward the approval to Karen Paris who will then put in the request to Telephone Services.